

SECRET

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 February 1970

1. Salary Rate Increase for Nurses: The Civil Service Commission has authorized higher rate schedules for nurses in the Federal service in the Washington area. This salary increase will apply to nurses in grades GS-05 through GS-08 in this Agency.

2. Air Force TDY: [REDACTED] Air Force Branch, MMFD, and

[REDACTED] Office of Special Activities, visited the [REDACTED]

last week. The purpose of this trip was to provide assistance to members of the group on military personnel matters.

3. Religious Services: Religious services were held on Ash Wednesday, 11 February 1970, in the Headquarters Auditorium. 575 employees attended the Catholic Mass and 250 employees attended the Protestant services.

4. Experimental Program: Attached is [REDACTED] report concerning the success achieved in an experimental program in clerical recruitment.

/s/ Robert S. Mattles

Robert S. Mattles
Director of Personnel

Att.

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13 February 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Experimental Program in Clerical Recruitment and Training--Summary of Results

1. During April - June 1969 a special recruitment effort was made in the Northern Virginia - D. C. area to attract underprivileged, underqualified clerical applicants whose skills might be brought to useful levels through training. 91 applicants were interviewed, 45 were put in clearance, and 17 entered on duty 30 June 1969 as GS-02 trainees (all female, 16 Negro, 1 white).

2. In addition to general orientation, training was given in English usage, Typing, Filing and Office Practices. Trainees progressed at their own rate of speed and individual training time varied greatly, from a minimum of 8 weeks to a maximum of 19.

3. Of the 17 who entered training eight qualified as typists and nine did not. Two were lost through Panel disqualification and one because of maternity, leaving 14 who completed training, were assigned, and are still on duty. Of the 14, seven are typists and seven are general clerks. Six are still at GS-02, seven are at GS-03, and one is a GS-04. As it turned out, most of them came from the Alexandria area and all asked to be assigned only in the Rosslyn area for reasons of transportation. [REDACTED] which had a clerical shortage at the time, took thirteen and one is in the Office of Finance. We propose to reassign a few of those [REDACTED] who are not quite up to the volume production requirements placed on their typists.

4. [REDACTED] and other members of the Clerical Training Faculty, OTR, did a magnificent job with this group. In addition to an investment of 587 instructor hours spent in teaching, they spent unmeasured hours in counseling, listening to personal problems, trying to motivate individuals and instill in them a will to succeed. What began largely as a typing

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training project became a full-fledged program to prepare disadvantaged students to be job-ready, in appearance and attitude as well as in skills. Its results, in terms of strengthening the Agency's work force, were modest; but in less tangible terms of enhanced human values, it was a gratifying achievement.

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Deputy Director of Personnel
for
Recruitment and Placement

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MR WATTLES

██████████ wanted this brought
to your attention for possible 4 O'Clock use.

Also, Might we not use this as an
attachment for the weekly report???

16 FEB 1970

BobK

HARPT & ✓ BBER S4665

SEE —

THEN WEEKLY REPORT